

## JOB DESCRIPTION

|                            |                                                                                                                                                                                      |
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| <b>Job Title:</b>          | Lung Cancer Screening (LCS) CT Radiographer                                                                                                                                          |
| <b>Main Place of Work:</b> | Work will be based at several sites within a <b>nominated key geographical region</b> where the LCS services operate. Bedford and Luton (BLMK Trust) and Mid South Essex (MSE Trust) |
| <b>Responsible to:</b>     | PETCT and CT Manager                                                                                                                                                                 |
| <b>Accountable to:</b>     | Chief Executive                                                                                                                                                                      |
| <b>Job Purpose:</b>        |                                                                                                                                                                                      |

- Provide professional, caring, high quality CT scanning services as part of the LCS programme whilst maintaining a high level of professionalism and technical standard of work, complying with relevant Codes of Practice and radiographic technique.
- Responsible for the daily operations and delivery of LCS services at nominated key locations within a region supporting the LCS operations manager and Director of Clinical Operations.
- To ensure the privacy, comfort and safety of all patients who attend the LCS services in various locations where CT mobile services operate.

## Key Relationships

Cobalt staff team, mobile site staff, logistics, support engineers and patients

**Key areas of responsibility will include:**

## Operational Duties

- At all times to maintain a positive partnership with NHS Hospitals and LCS programme teams on behalf of Cobalt and ensure continuity of LCS services in line with Charity values.
- Key liaison with multidisciplinary LCS teams in area of work and respond to the clinical requests consultant radiologists in accordance with NHSE LCS National protocols for LCS screening and surveillance.
- Responsible for the organisation and smooth running of day to day scanning lists.

- Undertake imaging procedures working to set standards and protocols in accordance with best practice and in a manner that meets professional, departmental and legal standards and requirements according to Ionising Radiation Regulations 2017 (IRR17) and Ionising Radiation (Medical Exposure) (Amendment) Regulations 2024.
- Work in accordance with the CT local rules, systems of work, administrative and operational procedures health and safety and risk management.
- Providing physical and emotional support to patients throughout their attendance. Conduct consent and screening safety checks with patients prior to examination to ensure their suitability for imaging examinations or procedures.
- Data entry using radiology information systems (RIS), data sharing and checking image transfer is completed using CIMAR and Picture Archive (PACs), Image Exchange Portal (IEP) and other associated information systems ensuring accurate, legible, comprehensive medical records are maintained.
- Responsible for the Quality Assurance checks on ionising radiation equipment, in accordance with the departmental QA programme and report any deviation from expected results to a line manager. Undertake action to rectify the deviation as appropriate and document the action taken in the required log.
- Ensure the safe use and maintenance of highly specialist imaging equipment, to adhere to all local CT safety procedure and report all equipment faults in accordance with the fault reporting process and liaise with line managers to ensure timely rectification or removal of equipment from service if necessary.
- Ensure a clean, safe and appropriate environment that facilitates the prevention and control of infections in compliance with regulatory requirements.

## Specific Duties

- Have highly specialist knowledge of all LCS CT specific procedures and the development of low dose imaging protocols and maintenance of scanning databases.
- Support the clinical department managers with the development of and implementation of workflow/processes improvements in their area within the LCS services.
- Participate in the review of departmental clinical policies, procedures, processes and pathways, liaising with line managers to develop and implement improvement.
- Work as an 'operator' in accordance with the CT local rules, IRMER procedures and and justify the CT scanning protocol in accordance with the NHSE LCS standard CT scan protocol and challenge practice if the protocol deviates.
- Manage clinical audits in their area of work, collate data and generate KPI reports with accuracy and attention to detail.
- Perform daily health and safety checks and report any non-compliant findings immediately to the radiographer in charge.
- To assist in clinical audits, collate data and generate KPI reports with accuracy and attention to detail. This includes completion of end of day reports.
- Liaison with the Infection Control Lead to monitor and maintain environmental and patient equipment cleanliness and complete necessary checklists in accordance with the infection prevention and control program.

- Responsibility for stock checking consumables and ensuring correct levels are maintained, including items on the resuscitation trolley/bag and maintaining accurate monthly records.
- Assist with quality standards including BS 70000 and ISO accreditations on mobile services and support the service during external visits by Trust or industry stakeholders including CQC and BS70000 inspectors.
- Manage local clinical team meetings and when requested provide update reports in area of work.
- Where appropriate be the responsible radiation protections supervisor (RPS) in their area of work, and support/provide guidance to junior staff members.(Separate JD)
- Supervise clinical induction, IRMER safety education and applications training to personnel, including trainees, students, agency or temporary workers.
- Ensures due regard is given to the customs, values and spiritual beliefs of patients and to ensure patients views are sought and taken into account.
- Maintain up to date and accurate personal CPD records and participate in appraisal and mandatory training.

## Management of Resources

- Ensure the safe use of highly specialist imaging equipment. Responsible for the reporting of faults, supporting fault rectification for MRI scanners and all ancillary equipment.
- Supervise all aspects of medicine management as an appointed practitioner in charge including the ordering, stock taking, usage and record keeping of medicines prescribed, supplied, dispensed and administered
- Maintain all clinical/office stock and supplies as required to be efficient whilst liaising with the operations hub and Trust teams.
- Responsible for maintaining adequate supplies of stationery and marketing literature on the LCS units.

## Line management

There is no line management responsibility. The expectation that this role will supervise students and other junior staff members whilst working as part of their team on rotation within the mobile services.

## Teamwork

- To work collaboratively with other departments within Cobalt
- Taking an active part in team meetings
- Champion the professional integrity of the organisation
- Adhere to corporate policy and procedure
- Advise and mentor staff members, particularly junior staff members

## Confidentiality

Under no circumstances either during or after the end of your employment (however it is terminated) may you divulge to any unauthorised person confidential information relating to the Charity. This includes, but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

## Data Protection

If required to do so, to obtain, process and/or use information held on computer or other IT system in a fair and lawful way. To hold data only for specific registered purpose and not use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations as instructed.

## DBS Disclosure

All appointments are subject to a satisfactory initial DBS check by the Disclosure and Barring Service and satisfactory repeat checks, carried out in line with the policy in force at the time. Failure to disclose any convictions or cautions may result in the withdrawal of the post or termination of contract.

## Equality and Diversity

It is the responsibility of all employees to support the Charity's vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of Equality & Diversity Strategies and Policies.

## Health & Safety

In addition to any responsibilities specified within your job description above, it is your duty to:

- Take reasonable care of the health and safety of yourself and of the other people who may be affected by actions and omissions at work.
- Co-operate with the employer in ensuring that all statutory and other requirements are complied with.

## Infection Control

Make themselves aware of their responsibilities for infection prevention and control. Co-operate with the employer in ensuring that all infection prevention and control policies and procedures are complied with. Conduct hand hygiene in accordance with Cobalt policy, challenging those around you who do not.

## Information Governance

You should be aware of all information governance policies and procedures, in order to ensure necessary safeguards are upheld for the appropriate use of patient and personal information. You are required to undertake the Data Protection training included in the NHS IT Governance Toolkit as instructed.

## Personal Development

You are required to participate in the organisation's annual appraisal scheme. The end of year appraisal will include a personal development review where progress made over the last year is discussed and agreed. Focus on the following year's departmental and personal objectives will be identified, discussed and agreed.

You are expected to maintain competency, learning new techniques and technology as required and retain records of continuing professional development (cpd) to ensure continuity of membership to your professional organisation.

All staff are encouraged to participate in training/activities that will help develop their wider skills and assist them in managing their personal welfare and be attentive to the welfare of colleagues.

Completion of Cobalt Health's mandatory training programme.

## The Environment and EMS

Cobalt is committed to protecting the local and global environment and supporting the development of the concept of sustainable healthcare. To help achieve these aims Cobalt has developed an Environmental Management System (EMS) to proactively manage the charity's impact on the environment, and you have a crucial role to play within in this. In addition to attending training and any responsibilities specified within your job description above, you are required to familiarise yourself with Cobalt's EMS and policies, to understand and contribute to the achievement of Cobalt's environmental objectives and targets, and to provide feedback through line management or CSR Champions.

*This is an outline of the post-holder's duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the Charity.*

*This post is subject to the terms and conditions of employment of Cobalt Health.*

## Person Specification

| Qualifications and Training                                                  | Essential | Desirable |
|------------------------------------------------------------------------------|-----------|-----------|
| Degree in Diagnostic Radiography or equivalent HCPC recognised qualification | ✓         |           |
| PGCert or Dip in CT or Masters in Radiography/PET/CT or CT                   |           | ✓         |
| Registered member of Health and Care Professions Council                     | ✓         |           |
| College of Radiography IV Cannulation Certificate or equivalent              | ✓         |           |

| Knowledge and experience                                                                                                                      | Essential | Desirable |
|-----------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| Demonstrable experience as cross-sectional imaging radiographer covering a wide range of clinical examinations and applications.              | ✓         |           |
| Proven experience in healthcare and patient focused services                                                                                  | ✓         |           |
| Demonstrable knowledge of Ionising Radiation Regulations 2017 (IRR17) and Ionising Radiation (Medical Exposure) (Amendment) Regulations 2024. | ✓         |           |
| Evidence of experience in a supervisory or training role                                                                                      |           | ✓         |
| Ability to develop and implement policy and procedure                                                                                         | ✓         |           |
| Experience implementing and participating in quality assurance programmes and interpreting data.                                              | ✓         |           |
| Evidence of continuing personal professional development                                                                                      | ✓         |           |

| Skills and abilities                                                                                                                | Essential | Desirable |
|-------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| Excellent working knowledge of CT protocols and procedures.                                                                         | ✓         |           |
| Adaptability and ability to modify technique if required in difficult situations.                                                   | ✓         |           |
| Demonstrable team working skills and the ability to work on your own initiative                                                     | ✓         |           |
| An understanding and application of health and safety regulations and infection control policy relating to a healthcare environment | ✓         |           |
| Confident communicator at all levels                                                                                                | ✓         |           |
| A high level of IT competency and the ability to gather data, compile complex information and prepare reports                       | ✓         |           |
| Ability to analyse and interpret radiographic imaging                                                                               | ✓         |           |
| Ability to assess and implement highly specialist imaging procedures, adapting technique and prioritise imaging if required         | ✓         |           |
| Ability to develop, plan and implement goals                                                                                        | ✓         |           |

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| Full driving license to enable travel to various locations.<br>Depending on work location and public transport infrastructure this may not be essential. |  | ✓ |
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| Personal attributes                                                                                   | Essential | Desirable |
|-------------------------------------------------------------------------------------------------------|-----------|-----------|
| Ability to prioritise workloads                                                                       | ✓         |           |
| Flexible temperament towards working hours                                                            | ✓         |           |
| Patience and empathy and the ability to offer reassurance to anxious or distressed patients           | ✓         |           |
| Well organised with excellent interpersonal and communication and literacy skills                     | ✓         |           |
| Physical dexterity, co-ordination and sensory skills required for positioning of or handling patients | ✓         |           |
| Motivated commitment to continuing professional development                                           | ✓         |           |